

## CRITERIA FOR ASSIGNING ADDRESSES IN THE CITY OF BETHLEHEM

It shall be the general duty of the Department of Public Works, Engineering Bureau in coordination with the Planning Office, Police, Fire, EMS, 911 and IT-GIS to determine the official physical street name and address number for all new and existing streets and structures constructed within the City. Assignment of an official physical address for new structures and parcel subdivisions will occur, for public safety reasons, prior to issuance of subdivision approvals or construction permits by the Planning Office. The official address will be added to the City's Geographic Information System at the time the final subdivision plan is approved. Official street names and address numbers are not to be changed from final subdivision without prior approval by the Engineering Bureau.

The assignment of street names and address numbers by the Bureau of Engineering will adhere to the following standards and procedures:

### **Address Components**

All addresses in the City of Bethlehem must contain all of the following “**Bolded**” required components and may require one or more of the following “*Italicized*” components:

1. **Street Number**
2. *Street Number Suffix*
3. *Street Directional Prefix*
4. **Street Name**
5. **Street Type**
6. *Street Post Directional Suffix*
7. *Unit Type Designator*
8. *Unit Number*

Address components should always be listed in the order above. If a component is not required, it is simply omitted from the address.

### **Procedures for assigning Address Components**

The following are the general rules and procedures to be used to determine official physical street addresses.

#### **I. Street Number**

A. Grid System –Official street address numbers will be based on a grid system with an “Origin” located at the intersection of the midpoint of the Lehigh River where it is crossed by the cart way centerline of New Street on the Fahy Bridge. The grid system is based on two Axes. The first axis or the “X-axis” is the center of the Lehigh River. The second axis or “Y-axis” has a North to South orientation primarily centered on the centerline of New St.

1. The X-axis extends along the center of the Lehigh River East and West of the Origin to the city limits.
2. The Y-axis North of the Origin follows the center of the New Street cart way until it ends at the intersection of New Street and Northfield Place. From the point at the intersection of New Street and Northfield Place the Y-axis continues North to a point being the intersection of Main Street and Dewberry Avenue. From the point at the intersection of Main Street and Dewberry Avenue the Y-axis follows center of the Main Street cart way until it ends at the intersection of Main Street and Macada Road. From the point at the intersection of Main Street and Macada Road the Y-axis continues North to a point at the intersection of Biery's Bridge Road and Bella Vista Drive. From point at the intersection of Biery's Bridge Road and Bella Vista Drive the Y-axis follows the center of the cart way of Bella Vista Drive to the city limits.
3. The Y-axis South of the Origin follows the center of the New Street cart way South to the intersection New Street and Morton Street. From the point at the intersection of New Street and

Morton Street the Y-axis extends due South to the city limits.

B. Odd or Even Integer - Street Numbers must be an integer with odd numbered addresses on the left side of the street and even numbered addresses on the right side of the street, as the street extends away from the grid system origin. For streets that do not intersect with the axis perpendicular to their predominant orientation, the left and right side will be determined by a theoretical extension of the street segment to the appropriate axis.

C. Ranges - Street number ranges will be assigned to a street segment or block based on the distance from the axis that traverses the predominant street orientation. The distance from the X-Axis will determine street number ranges for streets with a North/South orientation and the distance from the Y-Axis will determine the number ranges for streets with an East/West orientation. The street number ranges start at one where the street crosses the corresponding axis and increase as the street segment increases in linear distance from the axis. Streets that do not cross an axis will be assigned address ranges based on these same guidelines and the theoretical extension of the street to the intersection with the corresponding axis.

D. Numbers - Address numbers for all structures will be assigned based on the range assigned to the street segment and the distance from the beginning of the road segment or block that they are located along. The address numbers will increase one increment for every 20 feet of linear distance from the beginning of the road segment. The linear distance will start at the intersection of the road centerlines. For example a structure located on the left side of a street segment 80 feet from the beginning of the road segment, with a range of 200 to 299, would receive an address number of 209. A house the same distance along the road on the right side would be assigned an address of 208.

E. Multiple Buildings – When multiple buildings are located on the same parcel and the buildings are organized in such a way that some buildings are “Stacked” or located behind other buildings the street number shall be first determined by the vehicular access to the buildings. The vehicular entrance closest to grid axis receives the lowest street number. In the case where the vehicular access is shared, the building closest to the street or “Front” of the property will receive the lowest street number and the street numbers will increase as the distance from the street increases. With the highest street number being assigned to the building in the “Back” farthest from the street.

F. Parcels Addresses - A “Parent” address, or Parcel Address, shall be assigned each piece of land within the City. The Parcel address will be the lowest possible number based on the incremental addressing of the street segment and/or will coincide with the lowest building address assigned to the parcel.

## II. Street Number Suffix

A. Uses – Street number suffixes may only be used in two instances and may either consist of the suffix “Rear” or “1/2”.

1. “Rear” may be used as a street number suffix only when all of the following conditions are met:

a) There is a parcel located directly behind another parcel which requires a right of way to pass through the front parcel in order to access the “Rear” parcel.

b) The “Rear” parcel does not have access along another right of way or private road that can be used as an alternate valid address number and street name to avoid using the street number suffix.

c) It is not possible to assign an integer street number to the “Rear” address based on the location of the right of way to the appropriate grid system axis.

d) The “Rear” parcel is existing OR it is not possible to assign/re-assign all of the parts of the original parcel being split to create the “Rear” parcel with appropriate integer street numbers.

2. “1/2” or Half address may be used as a street number suffix only when a parcel is split by an owner and it is not possible to assign/re-assign all of the parts of the original parcel with appropriate integer street numbers.

### III. Street Directional Prefix

A. N/S/E/W – Directional prefixes are required when streets cross one of the grid system axes. Streets with a North/South orientation that cross the X-axis will be assigned a directional prefix of North or South, street segments that extend North of the X-Axis will have a prefix of North, segments that extend South of the X-Axis will have a prefix of South. Streets with an East/West orientation that cross the Y-axis will be assigned a directional prefix of East or West, street segments that extend East of the Y-Axis will have a prefix of East, street segments that extend West of the Y-Axis will have a prefix of West. In cases where the predominant orientation is unclear or changes along the course of the street, the Bureau of Engineering will determine the orientation of the street segment. The valid street directional prefix abbreviations in the City of Bethlehem are “N” for North, “E” for East, “S” for South and “W” for West.

### IV. Street Name

A. Name Verification - Street names for new street construction may be suggested by the property owner/developer/engineer however, the Engineering Bureau has the right to reject names that are deemed unsuitable. In addition the property owner/developer/engineer must verify with the United States Postal Service that the proposed name does not already exist within the same zip code boundary(s) or within Bethlehem Township. The Engineering Bureau will verify that the proposed street to be constructed does not already exist within the zip code boundary(s) in the City’s Geographic Information System Database.

B. Primary Entrance – Street names for addresses shall be determined by the street in which the “Primary” or “Main Entrance” of the parcel, building or unit being addressed. In cases where the Vehicular entrance and “Primary” structure entrance are not on the same street, the “Primary” will be given precedence. In some cases buildings and/or units may use an address with a different street names than the parcel they are located on if the “Primary” access is from another street.

C. Private Street Names – It is the property owner’s ongoing responsibility to erect and maintain a street sign for all intersections with the public right of way for any private road that has one or more properties that use the private road name as their official street address.

### V. Street Type

A. Types and Abbreviations – All Streets are required to have a street type with the exception of “Broadway” which contains the street type designator within the street name. Approved street types shall use the USPS “Primary Street Suffix Name” and their appropriate abbreviation will be the “Postal Service Standard Suffix Abbreviation” as designated in Publication 28, Appendix C1 of the [“USPS Postal Addressing Standards”](#). Only street types and their abbreviation listed in Appendix C are permitted.

### VI. Street Post Directional Suffix

A. Limited Use – Street post directional suffixes may be used only where streets have multiple segments using the same name and the segments do not align with the grid axes and an additional directional identifier is required to distinguish between the various segments. The valid post directional suffixes and abbreviations in the City of Bethlehem are “N” for North, “E” for East, “S” for South and “W” for West. Use of post directional suffixes should be avoided whenever possible.

### VII. Unit Type Designator

A. Unit Designators – All properties with more than one discrete unit must use a unit designator for each unit that uses a common street number. Approved unit designators shall use the USPS “Secondary Unit Designator” approved abbreviation as designated in Publication 28, Appendix C2 of the “[USPS Postal Addressing Standards](#)”.

#### VIII. Unit Number

A. Numbering – All properties with more than one discrete unit must use a unit number for each unit that uses a common street number unless the Unit Type Designator abbreviation does not require a “Secondary Range” as designated in Publication 28, Appendix C2 of the “[USPS Postal Addressing Standards](#)”. Each distinct use will have its own unique assigned address. Units can be horizontal or vertical in nature.

1. Vertical Unit Numbering will be reviewed on a case by case basis and follow the following guidelines. Code Enforcement shall provide sufficient detailed plans so units can be properly assigned.

a) All first floor units shall be assigned 100-199, second floor shall be 200-299 and so forth, increasing incrementally by floor. For large structures with 100 units or more per floor it will be necessary to start with the 1000 range for the 1<sup>st</sup> floor, 2000 for the 2<sup>nd</sup> floor, etc.

b) The same “Odd or Even” philosophy, described in section I. C. above, will also hold true for vertical units. Internal corridors will have a N/S or E/W orientation with each corridor being treated as a “street” with even and odd numbering assigned to each unit accordingly. These will be reviewed on a case by case basis by the Bureau of Engineering based on the internal layout of the corridors and the location/orientation of the building. Corridor segments are to be numbered with odd numbered Units on the left side of the corridor and even numbered units on the right side of the corridor as the corridor extends away from the axis perpendicular to its predominant orientation.

2. Horizontal Unit Numbering - Horizontal unit numbers shall be assigned increasing incrementally in a consistent direction as the overall numbering of the street. For example if the street number of a parcel is 308 and there are multiple units on the property, the lowest unit number will be closest to the adjacent property with a lower street number and the highest unit number will be closest to the adjacent property with a higher street number. Horizontal units may use alpha numeric numbering utilizing the same principle of lowest to highest. In some cases, horizontal units may use discrete address numbers depending on the unit layout, unit access and address number ranges. The ability to use discrete address numbers instead of unit numbers will be determined by the City’s Bureau of Engineering

All properties must have their addresses clearly displayed, per International Fire Code Section 505.1. “New and existing building shall have *approved* address number, building numbers or *approved* building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. Where access is by means of a private road and the building cannot be viewed from the *public way*, a monument, pole or other sign or means shall be used to identify the structure.”